

City of Chattanooga, TN
Personnel Class Specification

Class code 0575

FLSA: Exempt

CLASSIFICATION TITLE: DIRECTOR, WASTE RESOURCES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work functions associated with overseeing operations of the Waste Resources Division, to include wastewater treatment plant, sewer system, landfill, wood recycling, and hazardous waste collection functions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Manages operations of the Waste Resources Division, to include wastewater treatment plant, sewer system, landfill, wood recycling, and hazardous waste collection functions.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; ensures departmental adherence to established safety procedures.

Consults with management, mayor, board members, consultants, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with engineers and reviews plans for wastewater and solid waste facilities on all new projects.

Communicates with other departments, industrial company representatives, elected officials, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints and questions related to wastewater and solid waste problems; provides information, researches problems, and initiates problem resolution.

Attends meetings and serves on committees as needed; conducts progress meetings on projects involving wastewater treatment, collection, and solid waste disposal; conducts information meetings with regional customers and large industrial users.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Oversees departmental work activities; organizes and prioritizes department workload; monitors status of work in progress; inspects completed work.

Assists in developing and implementing long and short term goals for the department.

Prepares and reviews operating and capital budgets for sewer system and solid waste disposal functions; monitors expenditures; approves all funds disbursed.

Evaluates alternative methods for solid waste handling and disposal.

Negotiates and administers contracts for wastewater and solid waste services.

Reviews/resolves compliance issues with regulatory agencies; oversees preparation/submittal of required reports to appropriate individuals or agencies.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, performance appraisals, charts, annual reports, or other documents.

Receives various forms, reports, correspondence, vouchers, requisitions, audits, laboratory reports, engineering drawings, architectural drawings, policies, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, financial, internet, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Assists in preparing written specifications for procurement of equipment or contracted services.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in Chemistry with Master's level course work in the field; Master's degree strongly preferred; supplemented by ten (10) to fifteen (15) years previous experience that includes wastewater treatment, solid waste disposal operations, and familiarity with hazardous waste materials; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Grade IV Wastewater Treatment Plant Operator Certification. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment

to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, machinery, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.